

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient's Name]
[Company/Organization Name]
[Company Address]
[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to request a return receipt for the DVD I recently returned. The details of the return are as follows:

- Title of DVD: [Title]
- Return Date: [Date]
- Order Number: [Order Number, if applicable]

Having a return receipt is important for my records and to confirm that the DVD has been successfully returned. I would greatly appreciate it if you could send me a copy at your earliest convenience.

Thank you for your assistance. If you need any additional information, please do not hesitate to contact me.

Sincerely,
[Your Name]